

Elementary School Picture Bid

SCOPE:

To provide labor, supplies and equipment for school pictures at seven (7) elementary schools and the Early Childhood Center.

INSTRUCTIONS & SPECIFICATIONS:

1. Length of Contract

- 1.1 A two (2) year contract will be bid for the 2005-2006, 2006-2007 years.
- 1.2 Satisfaction must be guaranteed for the contract to continue for the second year. Performance will be reviewed annually and must be satisfactory for the contract to continue.

2. Samples

- 2.1 Companies are to furnish samples of all packages with their bid quotations.
- 2.2 Provide samples in digital if you are bidding digital.
- 2.3 If you are bidding optional items, i.e. Yearbook, please provide samples.

3. Supplies/Equipment

- 3.1 Kodak film (or equal) and paper must be used.
- 3.2 High quality chemicals must be used in the processing of the film.
- 3.2 If digital pictures are quoted it must be indicated on your bid sheet as well as the name brand of the imaging equipment and paper you will be using.

4. Timelines

- 4.1 The chosen vendor must be willing to meet annually with the building principals prior to the beginning of the school year to determine the needs for picture day. At this meeting the vendor will supply a rough draft of the advertising flyer, determine the distribution needs and mutually agree upon a picture date to be prior to the end of September. At the principal's discretion, an additional picture day may be added in the spring. If the principal chooses this option the date will be determined at the May planning meeting. The photographer will discuss the room location and number of cameras and photographers necessary based on student enrollment.

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- 4.2 **Pictures must be taken prior to the end of September.** The vendor must work closely with the building principals to accommodate special needs, i.e.: alternate schedules which may require multiple days at each building.
- 4.3 Clarkston Community Schools will supply the chosen vendor with student names and student number prior to picture day.
- 4.4 Delivery time to each building will be with-in six weeks of the picture taking session. Re-take day is to be scheduled at the time of delivery, and rough draft of the re-take advertisement flyer will be made available to the principal for his/her approval.
- 4.5 Re-take picture day will be mutually determined and re-takes will be delivered to the buildings no later than the first full week in December.
- 4.6 Chosen vendor will meet with the schools yearbook Advisor. CD with student pictures must be received by the school on or before November 15th.
- 4.7 Book with class/staff composites must be received by the school no later than April 1 each year.
5. Collection of Monies
 - 5.1 The collection of money and the keeping of records will be the responsibility of the picture company.
 - 5.2 Money envelopes with re-order price list will be provided.
6. Rebates
 - 6.1 20% of total sales, including re-takes, will be returned to the schools for use in their student activities' programs by February 1st. An accounting sheet including the students name, package purchased, package price and total for each building will be provided with the 20% check.
7. Staff
 - 7.1 The picture company must have adequate staff to immediately service the schools and must adhere to laws, policies and procedures of the school district.
 - 7.2 The picture company will provide sufficient equipment for at least 80% of student photographs are completed before the lunch hours.

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- 7.3 A photographer and an assistant will be furnished with each camera. A supervisor from the picture company will be present to oversee arrangements.
 - 7.4 Schools will furnish student and/or adult volunteers as needed to assist the picture company.
 - 7.5 Photographer and assistant must behave in a professional and courteous manner with staff and students.
- 8. Advertising
 - 8.1 A rough draft of the flyer, bulletin and advertisements will be furnished to the building principal at a scheduled meeting prior to the beginning of the school year for his/her approval. All pre-sale bulletins, advertisements and notices will be furnished to the schools, ready for distribution at least ten (10) school days prior to the scheduled picture day. These advertisements will be at the vendors expense and sorted as per the schools direction.
 - 8.2 Re-takes will be scheduled at the delivery of the original order and a rough draft must again be approved by the building principal. All advertisements must be ready for the schools distribution ten (10) school days prior to the scheduled re-take picture day.
- 9. Retakes and Refunds
 - 9.1 Retakes and refunds will be made to the school's satisfaction. No questions asked, either money back or re-take must be offered. Retake date to be scheduled upon delivery of original order, and may involve multiple days to accommodate special programs.
- 10. Staff Pictures
 - 10.1 Staff members and student/adult volunteers will have their pictures taken without costs and will be provided with the minimum package.
- 11. To be Included
 - 11.1 Pictures of all students will be taken for the student file and yearbook even if the student does not purchase a packet. Three CD's must be indexed alphabetical by teacher and by grade including students.
 - 11.2 Pictures are to be a traditional pose.
 - 11.3 Each school will be furnished with:
 - a. Four (4) **gum-backed**, dated and color pictures for the file.

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- b. A framed 5th grade composite/group photo with names at no extra charge.

- 11.5 Sorting of the pictures by homeroom, class, or other means will be determined by each school and will include:
 - a.. Name of student and date on each file picture and student package.
 - b. Cutting of yearbook and file pictures.

12. To Be Offered

- 12.1 A minimum of four student packages with various pricing will be offered.
- 12.2 Yearbook orders will be separate from picture packages.

13. Equal Opportunity Employer

- 13.1 Clarkston Community Schools is an opportunity Employer. Pursuant to the Executive Order 11246 as amended, you are advised that under the provisions of this order contractors and subcontractors are obligated to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, age or sex.

14. Michigan Right-To-Know

- 14.1 Clarkston Community Schools will comply with the Michigan Right to Know Law by informing contractors of hazardous chemicals to which they may be exposed. All contractors will be required to provide Material Safety Data Sheets for any hazardous chemicals brought to our workplace. The contractor shall comply with all applicable provisions of the Occupational Safety and Health Act for the duration of the specified work.

15. Familial Disclosure

- 15.1 All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

16. Taxes

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- 16.1 Sales taxes, shipping expenses, and all other costs are the responsibility of the picture company.
- 17. Contact Award
 - 17.1 Bids will be publicly opened at 2:00 p.m. on Thursday, June 23, 2005 at the Clarkston Community Schools Administration Offices, 6389 Clarkston Rd., Clarkston, MI 48346.
 - 17.2 It is expected that the Board of Education will award this bid at their regular Board of Education meeting to be held on July 11, 2005 , 6389 Clarkston Rd. Clarkston, MI
 - 17.3 The successful vendor will receive official confirmation by mail.

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ELEMENTARY SCHOOL PICTURE - BID

The undersigned certifies that the bid contained herein meets or exceeds all specifications.

To furnish a three year contract for school pictures as per the attached specifications:

| Packages Offered | Traditional Price | Digital Price |
|------------------|-------------------|---------------|
| Package #1 | | |
| Package #2 | | |
| Package #3 | | |
| Package #4 | | |

Provide samples for each package?
 Provide class composite
 sample/size? _____

If you are bidding digital pictures:

Name Brand of Equipment: _____ Name Brand
 of Paper: _____ Quantity of digital
 cameras you own: _____

Options:

Please list any special poses:

Additional cost to package:

1. _____
2. _____
3. _____

Describe Touch Up Work Available: _____

Additional cost for touch up work? _____

Additional Pictures – Cost: 11 x 13 _____ 8 x 10 _____

5 x 7 _____ 2 x 3 _____ 1-1/2x2-1/4 _____

Can you provide an elementary school yearbook? _____ Did you provide
 sample? _____ Color Yearbook Cost: _____ Black/White

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Yearbook Cost: _____

Consideration of the bid will be determined by quality, price and service. List three local references below:

| Name | Contact Person | Phone Number |
|----------|----------------|--------------|
| 1. _____ | _____ | |
| 2. _____ | _____ | |
| 3. _____ | | |

Number of photographers currently employed with your company? _____

Does your company do criminal background checks on your employees? _____

Describe the type of background check performed:

Can you provide documentation:

Please provide other good/services your company will provide over the bid specifications to Clarkston Community Schools at no charge:

I realize by signing this bid, I acknowledge I will adhere to all bid specifications:

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COMPANY

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER:

CONTACT NAME

(TYPED/PRINTED): _____

TITLE:

AUTHORIZED

SIGNATURE: _____ DATE: _____

BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

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Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Clarkston Community Schools Board or the Clarkston Community Schools Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Clarkston Community Schools Board are: Karen E. Foyteck, Stephen J. Hyer, Ronald D. Sullivan, Sheila J. Hughes, Barry D. Bomier, John Koval, and Joan M. Patterson.

The Clarkston Community Schools Superintendent is: Dr. Albert G. Roberts

The Following are the familial relationships:

There are none: __

STATE OF MICHIGAN)

) ss

COUNTY OF _____)

The undersigned, authorized representative of bidder (insert name) _____ does hereby acknowledge that bidder has read the foregoing disclosure statement and the statements herein contained are true.

Signature of Bidder Representative

Print Name

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public, _____ County, MI
My commission expires: ____/____/____